



UNITED STATES DISTRICT COURT

Northern District of Illinois, Chicago

Human Resources Office, Room 1574
219 South Dearborn Street, Chicago, Illinois 60604
www.ilnd.uscourts.gov

NOTICE OF POSITION VACANCY

Date: April 21, 2022
Job Announcement No.: 2022-37
No. of Vacancies: One
Position Title: Director of IT

Grade Range: CL 30-01 to CL 32-61
Salary Range: \$99,175- \$187,300
Closing Date: Open until filled.
Applications received by May 5, will receive first consideration.

The United States District Court, Northern District of Illinois, is now accepting applications for a Director of Information Technology. Consideration will only be given to those who apply through the court's online applicant tracking system and submit a cover letter, resume and two professional references. To apply, please see "Notice to Applicants" listed below.

POSITION OVERVIEW

The Director of IT is responsible for overseeing the IT operations of three court units—District Court, Pretrial Services and Probation—within the Northern District of Illinois. The Director of IT reports directly to the Clerk of Court, Chief Pretrial Services Officer and Chief Probation Officer and performs professional and managerial work related to supervision and oversight of systems management and systems support. The Director of IT directs supervisors and ensures compliance with the appropriate guidelines, policies, and approved internal controls. The Director of IT oversees a staff of approximately 20 IT professionals.

POSITION DUTIES AND RESPONSIBILITIES

- Oversees the administration, operation, back-up, and support of automation, including network systems (WAN and LAN), servers (VMware, Windows, Linux), remote access, desktop computers and applications, hardware, websites, courtroom technology, audio-video systems, telephones, mobile devices and any new emerging technologies.
- Oversees the daily operation of the IT Department including analyzing workflow, establishing priorities and setting deadlines. Manages, develops and mentors supervisors and staff.
- Plans, manages and coordinates the IT budget, expenditures, property and equipment procurement in consultation with senior management. Develops an annual spending plan consistent with the short- and long-range goals to meet the court units' needs within the annual budget.
- Allocates resources to support the cyclical replacement and maintenance of all systems.
- Maintains oversight of the court units' automation equipment and property inventory, including taking custody and control of property, maintaining and reconciling property records and conducting physical sightings and reconciliations.
- Develops and implements both short- and long-range automation improvement plans which include consideration of unit needs, objectives, capabilities, emerging technologies, and national initiatives to advance the court units' IT systems, operations, network, and database.

- Develops, maintains and enhances local applications to satisfy the court units' needs.
- Ensures physical and logical security and integrity of hardware, software, servers, and databases to include user access, off-site storage, and security procedures.
- Responsible for reporting excess automated property items to the Disposal Officer and for ensuring the Master Personal Property Record for all three court units are kept updated.
- Meets regularly with managers, court unit executives, judges, and vendors to determine IT needs and provides recommendations.
- Oversees and exercises close control over automation inventory maintenance, maintenance contracts, and software license management to maintain current records.
- Manage the information technology Continuity of Operations Plan (COOP) and ensure annual testing and plan updates.
- Performs other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

The successful candidate will have well-rounded experience in a court environment and possess excellent leadership, management and communication skills. Qualified candidates must have a bachelor's degree in Information Technology, Computer Science, or similar field of study, and a minimum of six (6) years of experience in administrative, professional or technical positions in which they have gained a thorough knowledge of court administration and operations. At least three of the six years of experience must have been in a position of substantial management responsibility, preferably in a court environment. The successful candidate should also be a highly organized team leader possessing tact, good judgment, poise, initiative and should maintain a professional appearance and demeanor at all times. The ability to meet the public, work harmoniously with others, and communicate effectively both orally and in writing is required. The successful candidate must be able to balance the demands of varying workload responsibilities and deadlines. Occasional travel required. As a condition of employment, the selected candidate must successfully complete a background investigation with periodic updates every five years thereafter.

Technical Qualifications:

Thorough working knowledge of principles and techniques of computer hardware and software, office automation, database design, and data communications with the ability to troubleshoot and problem solve; extensive knowledge of software testing methods, practices, and preventive maintenance activities; substantial knowledge of systems design and development, programming concepts, and languages; proficiency with tools concerning computer networking, database management, and internet/intranet applications and development, and website design; and significant experience in conducting research of available services and products, providing proposed solutions, and isolating and taking necessary corrective actions.

Preferred Qualifications:

A master's degree in computer science or related field and/or at least five years management experience supervising automation staff; thorough knowledge and demonstrated application of the principles of management, business processes, and budgeting; demonstrated ability to manage a medium-size organization and oversee its automated systems; general aptitude to learn new operating system languages and applications; interest in technology trends and experience with strategic planning and the implementation of automation initiatives; knowledge of legal terminology, federal court processes, and functions of the court, probation and pretrial services; and, demonstrated record of ongoing professional development.

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate.

EMPLOYEE BENEFITS

The United States District Court offers a generous benefits package to full-time, permanent employees, which includes:

- 11 Paid Federal Holidays
- 13 Days Paid Vacation (per year for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- 13 Days Paid Sick Leave
- Paid Parental Leave
- Medical, Dental, Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS-FRAE)
- Health, Dependent, & Parking Reimbursement Programs
- Public Transit Subsidy Program
- Long-Term Care Insurance
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to all eligible employees
- Access to an Infant Care and Toddler Care Center (onsite and near the building), and a Fitness Center (onsite) at a subsidized rate
- A Public Service Loan Forgiveness Program is available to certain full-time employees with qualifying student loans.
- The Federal Financial Management Reform Act requires direct deposit of federal wages

Further details regarding Federal benefits may be viewed at: [ILND Benefits](#)

NOTICE TO APPLICANTS

Consideration will only be given to those who apply through the court's online applicant tracking system and provide a cover letter, a pdf copy of training material that they developed, resume and two professional references. Applicants who apply by May 5, 2022 will receive first consideration. To view openings and to apply, visit our applicant tracking system at: [ILND Jobs](#)

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews will be communicated to only through email and must travel at their own expense and relocation expenses will not be reimbursed. Applicants will be screened to determine their experience and qualifications.

All new employees must be fully vaccinated (i.e., at least 2 weeks after last dose) for COVID-19 and, prior to the starting with the Clerk's Office, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition. Prior to appointment, the finalist candidate will be required to satisfactorily complete a criminal background investigation. The Court requires employees to adhere to a Code of Conduct which is available upon request. Direct deposit is required for payment of compensation for employees. Employees of the District Court, Northern District of Illinois are

excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations.

Diversity is important to the Judiciary. It is an essential component of services that the Judiciary is charged with providing to maintain justice, equality, fairness, respect, and dignity in society. To fulfill its duties, the Judiciary must include all members of society—not just regardless, but also inclusive of race, gender, disability, and the many other variables that make up the citizens of our nation. The Judiciary has a duty to promote a fair, just, and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

To be eligible for employment, applicants must meet one of the following requirements:

- (1) U.S. citizen;
- (2) Person who owes allegiance to the U.S. (i.e., nationals of American Samoa, Swains Island, and the Northern Mariana Islands);
- (3) Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
- (4) Lawful permanent resident (i.e., green card holder) who is seeking citizenship. A lawful permanent resident "seeking citizenship":
 - a. May not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen);
 - b. Must apply for citizenship within six months of becoming eligible; and
 - c. Must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

INFORMATION ABOUT THE NORTHERN DISTRICT OF ILLINOIS

The Northern District of Illinois is home to the five largest cities in Illinois: Chicago, Aurora, Rockford, Joliet, and Naperville. Also known as “The Windy City,” Chicago is the third most populous city in the U.S. with over 2.7 million inhabitants and nearly 10 million people living in the Chicago metropolitan area. With Lake Michigan as its eastern border, Chicago covers more than 237 square miles.

Chicago is home to numerous museums and cultural institutions including Art Institute of Chicago, Field Museum, Museum of Science and Industry, Shedd Aquarium, and Adler Planetarium. A center of art and culture, Chicago has over 200 theaters, nearly 200 art galleries, and more than 7,300 restaurants.

Known for its magnificent skyline, Chicago is home to buildings designed by some of the world’s most renowned architects including Daniel Burnham, Louis Sullivan, Frank Lloyd Wright, and Mies van der Rohe, who designed the Dirksen Courthouse.

Major Chicago universities include University of Chicago, Northwestern University, Loyola University, University of Illinois Chicago, DePaul University and Illinois Institute of Technology. Professional Chicago sports teams include the Bulls (NBA), Sky (WNBA), Bears (NFL), Cubs (MLB), White Sox (MLB), Fire (MLS), Chicago Blackhawks (NHL), and Red Stars (NWSL). Chicago is a major world finance center. The Federal Reserve Bank of Chicago, the Chicago Stock Exchange, the Chicago Board Options Exchange, and the Chicago Mercantile Exchange are within blocks of the Courthouse. The Northern District of Illinois is home to three international airports including O’Hare International Airport, among the busiest airports in the world.